

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, DECEMBER 16, 1999  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Linda Steinman  
Bob Workman  
Larry Hudkins  
Bernie Heier

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Johnson, Deputy County Attorney  
Bruce Medcalf, Lancaster County Clerk  
Gwen Thorpe, Deputy County Clerk  
Ann Taylor, County Clerk's Office

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, DECEMBER 9, 1999**

**MOTION:** Heier moved and Workman seconded approval of the Staff Meeting Minutes dated December 9, 1999. On call Heier, Workman, Steinman and Campbell voted aye. Hudkins was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- a. Ecological Advisory Committee Recommendations Regarding the Wilderness Park Subarea Plan and the Stormwater Ordinance and Design Standards
- b. Microcomputer Request, C#99361, Attention Center, Four (4) Used Pentium 200 PC's and Software, \$1,919.11 from the Attention Center Budget
- c. Vacation Request from Russ Shultz, Noxious Weed Control Authority Superintendent, for December 22 & 23, 1999
- d. Microcomputer Request, C#99341, Records & Information Management, One (1) Pentium PC, \$5,869.08 from the Records & Information Management Budget
- e. Junked Car Update
- f. Air Pollution Advisory Board Meeting Report
- g. Report on Nebraska Association of County Officials (NACO) County Planning and Zoning Seminar
- h. Report on Meeting held with Jim Abel to Discuss East Parking Lot
- i. Report on Workforce Development Council Meeting

**MOTION:** Hudkins moved and Steinman seconded approval of the additions to the agenda. On call Heier, Steinman, Hudkins, Workman and Campbell voted aye. Motion carried.

### **3 COMMISSIONER MEETING REPORTS**

- a. Human Services Needs Assessment and Comprehensive Plan - Campbell, Steinman

Steinman said research results were reviewed and Hanna:Keelan Associates, P.C. provided action steps for designated priorities.

- b. Parks & Recreation Advisory Board - Workman

Workman said he did not attend the Parks & Recreation Advisory Board Meeting, but he did attend the Parks & Recreation Futures meeting. He reported that discussion at this meeting focused on the After School Program, with a suggestion that Kit Boesch, Human Services Administrator, be asked to attend a future meeting to discuss duplication of services.

- c. Griffin Grant Writing Update - Campbell

Campbell reported briefly on a meeting held with representatives of Griffin Grant Writing and representatives of County departments and agencies most involved with grants. She noted that Kerry Eagan, Chief Administrative Officer, will provide Griffin Grant Writing a list of existing grants and a list of County priorities.

Heier asked whether consideration should be given to hiring a grants coordinator.

Eagan said it is possible that the position held by Denise Bulling, Special Grants Administrator, could evolve to include this function in the future.

### **4 UPDATE ON WIRELESS RESOLUTION** - Dave Johnson, Deputy County Attorney; Jennifer Dam and Mike DeKalb, Planning Department

Jennifer Dam, Planning Department, reported briefly on the City-County Planning Commission's public hearing on the proposed Personal Wireless Ordinance, held December 15<sup>th</sup>. She said the Planning Commission gave unanimous approval to the proposal and advanced it to the Lincoln City Council. The proposal will come before the County Board in January, 2000.

Hudkins arrived at the meeting.

Hudkins asked why the bond to insure facility removal was reduced from \$100,000 to \$50,000.

Dam said removal costs were researched, in response to concerns expressed by the Planning Commission and members of the industry, and this amount was deemed more reasonable.

## **ADDITIONS TO THE AGENDA**

- a. Ecological Advisory Committee Recommendations Regarding the Wilderness Park Subarea Plan and the Stormwater Ordinance and Design Standards

Eagan stated that he had sent a letter to the City-County Planning Commission indicating the County Board had not had sufficient time to review and take a position on the recommendations (Exhibits A & B).

- b. Microcomputer Request, C#99361, Attention Center, Four (4) Used Pentium 200 PC's and Software, \$1,919.11 from the Attention Center Budget

Eagan said the requested computer equipment is for the Transition Team.

**MOTION:** Hudkins moved and Heier seconded approval. On call Hudkins, Workman, Heier, Steinman and Campbell voted aye. Motion carried.

- c. Vacation Request from Russ Shultz, Noxious Weed Control Authority Superintendent, for December 22 & 23, 1999

**MOTION:** Heier moved and Workman seconded approval. On call Heier, Workman, Hudkins, Steinman and Campbell voted aye. Motion carried.

- d. Microcomputer Request, C#99341, Records & Information Management, One (1) Pentium PC, \$5,869.08 from the Records & Information Management Budget

**MOTION:** Heier moved and Steinman seconded approval. On call Heier, Steinman, Workman, Hudkins and Campbell voted aye. Motion carried.

- e. Junked Car Update

Steinman reported that Dana Roper, City Attorney, has agreed to develop a junked car ordinance under the City's zoning code that will apply to Agriculture Residential (AGR) and Residential (R) zoned property in the three-mile zoning jurisdiction.

- f. Air Pollution Advisory Board Meeting Report

Workman said a draft of rules that would allow the Lincoln/Lancaster County Health Department to assess fines to those in violation of asbestos removal was presented. He opposed this proposal and requested that it be brought before the County Board. Workman said Scott Holmes, Lincoln-Lancaster County Health Department Environmental Health Division Chief, has requested that the Health Advisory Board review the proposal first.

- g. Report on Nebraska Association of County Officials (NACO) County Planning and Zoning Seminar

Workman reported that the following issues were discussed:

- \* How to regulate housing density in the county
- \* Nuisance regulation in the county
- \* Greenbelt
- \* Interpretation of Nebraska Revised Statute 23.114

Workman expressed concern about the County's inability to require building permits for dwellings on parcels 20 acres or more in size and the impact this has on bordering counties.

Board consensus to schedule a Staff Meeting at 9 a.m. on February 22<sup>nd</sup> to discuss land use issues with representatives of the Planning Department and Building & Safety.

Campbell suggested that Board members review the County Zoning Regulations, Lancaster County Land Subdivision Regulations and Lincoln City-Lancaster County Comprehensive Plan, prior to that meeting.

- h. Report on Meeting held with Jim Abel to Discuss East Parking Lot

Hudkins reported on Jim Abel's long-range plans to build a parking facility with residential apartments on the top two floors in the east parking lot area. He noted that expiring leases in the lot are anticipated to free up 30-50 parking stalls for the government complex in the near future.

Hudkins said pedestrian crossings for the new baseball stadium were also discussed.

**5 WILDERNESS PARK BRIDGE (SPECIAL PURCHASE)** - Terry Genrich, Parks & Recreation Department; Dave Johnson, Deputy County Attorney; Larry Worrell, County Surveyor; Mark Stark, Olsson Associates; Curt Donaldson, Builder

Terry Genrich, Parks & Recreation Department, reported on plans to replace a pedestrian bridge in Wilderness Park. He proposed that Curt Donaldson construct the tied arch bridge for the County, estimating the cost at \$25,000 for labor and \$35,000 for materials. He compared this cost to the \$180,000 required for the bridge on South 14<sup>th</sup> Street.

Dave Johnson, Deputy County Attorney, said bridge materials must be bid. He said it is his office's recommendation that the County contract directly with Olsson Associates for structural engineering services, with their firm providing insurance coverage in terms of design for the project. Olsson Associates could then contract with Donaldson or the County could opt to bid the construction.

Eagan noted that the County is not required to bid professional services. The County can also waive bidding requirements for the construction materials if a substantial savings is proven, in accordance with Section 23-3109, Subsection 3 of the Nebraska Revised Statutes.

Mark Stark, Olsson Associates, said it is not his firm's intent to serve as contractor on the project.

Heier asked whether the County Engineering Department could play a role in the project.

Larry Worrell, County Surveyor, said his department would be willing to provide additional review.

Genrich said Olsson Associates has an existing contract with the City of Lincoln for the bridge design which provides additional savings for the County.

Heier questioned the process by which the engineering firm was selected.

The Board requested that the County Attorney's Office, County Engineer, Purchasing Department, Olsson Associates and Curt Donaldson work out the details of the project, including contracts and insurance coverage, and report back to the Board at a Staff Meeting.

**6 REQUEST FROM COUNTY ASSESSOR FOR OUTSIDE APPRAISAL SERVICES FOR TAX EQUALIZATION AND REVIEW COMMISSION (TERC) APPEAL; PURCHASE OF TWO CARS - Norm Agena, County Assessor**

Request from County Assessor for Outside Appraisal Services for Tax Equalization and Review Commission (TERC) Appeal

Norm Agena, County Assessor, reported that Firethorn Golf Course and HiMark Golf Course have filed property tax valuation appeals with the Tax Equalization and Review Commission (TERC) requesting reductions of 4.4 million dollars and 1.4 million dollars, respectively. He said the two firms recognized as having expertise in this area of appraisal are both located in Missouri. Agena indicated that he has been in contact with both firms and estimated the cost of their services at \$15,000 to \$20,000. Both require notice of hiring within the next 10 days to allow sufficient time to meet the appraisal deadline.

Dave Kroeker, Budget & Fiscal Officer, said sufficient funds exist in the Board of Equalization Budget to cover this expense.

**MOTION:** Heier moved and Hudkins seconded to authorize the County Assessor to proceed in securing professional appraisal services for appraisal of the two golf courses. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

Purchase of Two New Cars

Agena said he will not be purchasing a four-wheel drive pickup for field work, as originally requested, due to higher than anticipated costs under the State contract. He said he would like to purchase two Dodge Stratus vehicles instead, at an approximate cost of \$13,200 each. This purchase would create a budget shortfall of approximately \$1,200.

**MOTION:** Hudkins moved and Workman seconded to authorize the County Assessor to proceed with ordering the two vehicles, as outlined. On call Hudkins, Workman, Heier, Steinman and Campbell voted aye. Motion carried.

## **ADDITIONS TO THE AGENDA**

- i. Report on Workforce Development Council Meeting

Heier said he was asked to serve on the Juvenile Committee. He requested Kit Boesch, Human Services Administrator, to serve in his place, as she is very knowledgeable in this area.

## **7 FURNITURE FOR JURY LOUNGE; PUBLIC LOUNGE AND RECEPTION AND WAITING AREA IN JUSTICE AND LAW ENFORCEMENT CENTER - Dave Kroeker, Budget & Fiscal Officer**

Dave Kroeker, Budget & Fiscal Officer, presented a drawing of the third floor of the Justice and Law Enforcement Center (Exhibit C), stating the need for furniture for the jury lounge, public lounge and the reception and waiting areas for the District Court was apparently overlooked in the furniture order. He said approximately \$25,000 remains in the budget, but the issue of blinds for interior offices also needs to be addressed.

Board consensus to delay a decision on furniture purchase for these areas and request that surplus furniture be utilized in the meantime.

## **8 ACTION ITEMS**

- a. Draft of Mid-Year Budget Review Letter (Commissioners' Information Packet)

**MOTION:** Workman moved and Steinman seconded approval of the Mid-Year Budget Review Letter. On call Workman, Steinman, Hudkins, Heier and Campbell voted aye. Motion carried.

## **9 CONSENT ITEMS**

- a. Microcomputer Requests:
  1. Adult Probation (County Court), C#99350, \$2,503.84 from the Microcomputer Fund for 21 CD-ROM Drives, 3 Paper Trays, etc.
  2. Juvenile Probation, C#99349, \$1,989.76 from the Microcomputer Fund for 13 CD-ROM Drives, 3 Paper Trays, etc.
- b. Request from Dean Settle, Community Mental Health Center Director, for 7 Days of Vacation Under Resolution No. 99-1155, December 24, 1999 to January 6, 2000
- c. Request from Mike Thurber, Corrections Director, for Administrative Leave to Attend American Correctional Association Mid-Winter Conference in Phoenix, Arizona, January 10-12, 2000
- d. Approval to Submit a Grant to the 1999 Federal Local Law Enforcement Block Grant Program

- e. Vacation Request from Kerry Eagan, Chief Administrative Officer, for January 6-7, 2000

**MOTION:** Steinman moved and Hudkins seconded approval of the Consent Items. On call Steinman, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

## **10 ADMINISTRATIVE OFFICER REPORT**

- a. Parking Recommendations

Board consensus to offer all employees a paid StarTran bus pass, regardless of work location.

Norm Agena, County Assessor, appeared and reported that the State Property Tax Property Tax Administrator has indicated that parking lots owned by political subdivisions will be placed on the tax rolls if a fee is charged for parking.

- b. Employee Recognition Program

Eagan said Cori Beattie, County Board Administrative Secretary, has indicated interest in serving on this committee which would require amendment of the bylaws to allow a County Board appointment.

Brief discussion took place on possible expansion of office staff or duties and what skills are desired.

Board consensus to schedule a discussion of staffing needs and job descriptions with Georgia Glass, Personnel Director, on the agenda for the January 13<sup>th</sup> County Board Staff Meeting.

- c. Full-Time Employee for District Court Hall Security

Brief discussion took place on the request from the District Court for a full-time position to control access to the District Court Judges' Offices.

The Board did not authorize the additional position, but suggested that visitors access those offices through the Clerk of the District Court's Office.

- d. Director Evaluations

The Board requested that Georgia Glass, Personnel Director, be scheduled on the agenda for the January 13<sup>th</sup> County Board Staff Meeting to discuss evaluation instruments.

- e. Contact Person for Grants

This item was covered in Item 3c.

- f. County Board Representation at Nebraska Planning 2000 Institute Series & 2000 Nebraska Planning & Zoning Association Conference; March 8-10, 2000 in Kearney, Nebraska

Workman agreed to represent the County Board. The Board suggested that Dave Johnson, Deputy County Attorney, also attend the conference.

- g. Trail Warning Signs

**MOTION:** Hudkins moved and Heier seconded to direct Kerry Eagan, Chief Administrative Officer, to notify the County Engineer that his department will be responsible for this expense, with the understanding that the County Board will supplement his budget for the expense at the end of the year, if there is a shortfall. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

### **RETURN TO COMMISSIONER MEETING REPORTS**

- d. Public Building Commission - Campbell, Hudkins

Campbell reported the following:

- \* Change orders and adjustments to the completion schedule for the Justice and Law Enforcement Center
- \* Offer to purchase the Police Department Building parking lot
- \* Proposal to conduct a study to determine the feasibility of marketing the Old Federal Building

- e. Board of Health - Hudkins

Hudkins reported there are still problems with meeting notification. As a result, the meeting agenda will be sent to the City Attorney and County Attorney upon completion.

Hudkins also reported the new policies were approved for the Board of Health. Language changes are subject to review by the City Attorney and County Attorney.

- f. Government Access & Information Committee - Steinman

Steinman reported that Dave Kroeker, Budget & Fiscal Officer, was elected Chair. She said she will no longer attend meetings of this committee, but will continue to serve on the Information Services Policy Committee (ISPC) which oversees the Government Access & Information Committee (GAIC).

Board consensus to seek reappointment of Susan Holland, to the committee.

- g. Attention Center Advisory Committee - Heier

No report was given.

## **16 EMERGENCY ITEMS AND OTHER BUSINESS**

The County Board canceled the Staff Meeting scheduled for 9 a.m. on Tuesday, December 21<sup>st</sup>. A Staff Meeting will be held immediately following the 1:30 p.m. County Board of Commissioners Meeting on that date instead.

## **17 ADJOURNMENT**

By direction of the Chair, the meeting was adjourned.

---

Bruce Medcalf  
Lancaster County Clerk